



OPEN ENTRY LEVEL
SHERIFF'S TECHNICAL ASSISTANT 2
SPOKANE COUNTY CIVIL SERVICE COMMISSION



CLOSING DATE: December 7, 2012 @ 4:30 p.m.

SALARY RANGE: \$2,248.88 - \$3,034.52/mo. + benefits

ROTATING SHIFT WORK REQUIRED
(Day, swing, graveyard, and holidays)

APPLICATION PACKETS

Submit the following documents to Civil Service when filing:

- Civil Service Application packet and supplemental
- Sealed official high school (or GED) and college transcripts (All transcripts must be sealed official copies. If you do not have sealed official transcripts, you must turn in proof that they have been ordered and are on their way at the time of application.)
- Copy of DD-214, if applicable (See RCW 41.04.010 as to how Veteran's Preference is applied.)
- Current driver's license (copy)
- Birth certificate (state/county copy; hospital copy not accepted)
- Social security card (copy)
- **Non-refundable \$15.00 processing fee (check or money order payable to SCCSC; no cash will be accepted).**

Application packets without the attached documents listed above will be considered incomplete and will not be accepted.

MINIMUM REQUIREMENTS:

- U.S. citizen, at least 18 years of age who can read and write the English language.
- High school graduate or equivalent.
- Must be able to keyboard accurately at the rate of **45 words per minute**. Keyboarding test will be held later.
- Must have two (2) years, **full-time**, general office and/or secretarial experience. May substitute up to one (1) year of additional education or coursework in office practices, secretarial science or related field for up to one (1) year of the required experience.
- Applicant must qualify through background review which includes integrity interview and oral boards.
- This is a union position and, as a condition of employment, the selected individual is required to join.

EXAMPLES OF DUTIES: (Includes but is not limited to)

Maintain confidentiality of all information in the Sheriff's Office records and files.

Receive and transcribe reports from arresting deputies, investigators, supervisors and suspects, prisoners and witnesses, works with tapes, handwritten notes and/or oral reports, and provide rough copies or final reports. Type correspondence, reports, legal forms and documents, memos and directives.

Proofread all work to ensure accuracy of grammar, spelling, etc. and make corrections as necessary. Transcribe statements and

TEST: Written: December 14, 2012 @ 9:00 a.m.

Keyboarding: December 14, 2012 beginning at 1:30 p.m.

depositions verbatim from tape from suspects, prisoners and witnesses, and must be able to testify in court as to the accuracy of said transcription. Draft reports as requested.

Create, update, and maintain all specialized records and files including inmate files.

Answer multi-line phones; handle public inquiries. Perform duties as receptionist, handling telephone and counter work as required.

Receive and complete Incarceration Inquiry forms from DSHS/Social Security on current/former inmates.

Correspond with judicial and law enforcement agencies regarding inmate transport.

Coordinate with Detention Services regarding the transport of inmates to Court or other facilities.

Perform records retention duties and archive as needed.

Create and track various count sheets for Food Service. Prepare staple bid and submit to Purchasing. Create and submit purchase orders for staple bid. Create, monitor, and update work release rosters as required; may track Food Service expenditures and schedule laundry services.

Order and maintain supplies and inventory other items as needed.

Accept and monitor release checks for inmate pick-up. Verify identity before releasing checks.

Submit bills for payment using PeopleSoft financial software.

Create, maintain, and distribute daily work schedules for inmate workers.

Use various computer programs; record, search, print, correct, and design spreadsheets and programs, create new forms and/or files as needed. Write, modify and/or translate programs. Use specialized programs, such as CAD/RMS/JMS, as well as the Internet.

Collect, sort and inspect incoming inmate mail. Collect and route employee/office incoming mail. Process outgoing mail, including inmate mail and make necessary charges to their accounts as required.

Handle the cash accounting system. May include accepting bond monies, maintain daily record of various money accounts, serve as cashier for money transactions, balance accounts, prepare deposit slips, and check monthly bank statements.

SPOKANE COUNTY CIVIL SERVICE COMMISSION
1229 WEST MALLON, SPOKANE, WA 99260-0230
Phone: (509) 477-4711
www.spokanecounty.org/sheriff
EQUAL OPPORTUNITY EMPLOYER

Maintain cash account record of inmates. Accept and monitor release checks for inmate pick-up. Verify identity before releasing checks. Process Non-Sufficient Funds checks.

Take fingerprints using Livescan machine and ability to take inked palm prints on a variety of different types of employment applicants, licensees, juvenile arrests, and sex offender registration. Capture photographs using video system. Correct and maintain criminal history and identification information found in the Records Management System (RMS). Build new identification records in RMS. Log and bill Washington State Patrol for sex offender registration. Conduct 10-print fingerprint comparisons and must become familiar with the Henry classification and filing system.

Perform releasing procedures of the Jail including data entry into the computer system; coordinates active and inactive inmate files; update and maintain inmate records. Cross-train and cover the duties of the Fugitive/Transport unit in the Jail, follow up on court, committee, or board activities for implementation.

Participate in lower level accounting work; may prepare or assist in preparing invoices and vouchers.

Microfilm records, retrieve information from microfilm and microfiche records, proof for errors and make corrections as needed.

Maintain the inmate commissary system; deliver orders.

Maintain attendance records.

Perform other duties as required.

SELECTION FACTORS

Knowledge of:

- modern office practices, procedures and equipment
- simple accounting, legal terminology and procedures, business English and rules of grammar and punctuation
- basic computer programs such as Word, Excel, PowerPoint, etc.

All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the close date. POSTMARKS WILL NOT BE ACCEPTED.

By order of the Spokane County Civil Service Commission dated at Spokane, Washington this 26th day of October, 2012.

Edward Thomas, Jr., Acting Chair

Nancy J. Paladino, Chief Examiner

- business English, punctuation and rules of grammar

Skilled in:

- keyboarding, word processing and general office practices including filing, indexing, cross-referencing methods
- simple accounting

Ability to:

- learn and operate various computer programs
- keyboard accurately at a minimum of 45 words per minute
- design formats to present necessary information in an understandable form
- complete all requirements of the assigned position with a high degree of accuracy
- learn fingerprint rolling
- learn and retain complex policies and procedures
- multi-task, use independent judgment, and prioritize workload
- learn specialized computer programs, such as CAD/RMS/JMS, as well as the Internet
- stand or sit for extended periods of time; lift and carry supplies weighing 10 to 20 lbs. and on occasion, lift up to 50 lbs.; bend, twist, reach to stock shelves and cabinets; requires good shoulder flexibility and finger dexterity

WORKING CONDITIONS

Most of these positions are in the Spokane County Jail and may involve some contact with inmates. This position may also require an individual to work various shifts.

BEHAVIORAL STANDARDS

Respectful and courteous to citizens, co-workers and County leadership. A team player that helps the organization meet its objectives. Effectively communicates with all people. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors. Maintain confidentiality of all information in the Sheriff's Office records and files.